

Maryland Energy Administration

Performance Management, Tracking, and Web Manager

Join the Maryland Energy Administration as we transform energy in the State of Maryland. With the newly created Strategic Energy Investment Fund, the passage of EmPOWER Maryland, and the new Renewable Energy Portfolio Standard, you will have an unprecedented opportunity to work on the cutting edge of energy policy. We are looking for the best and the brightest to join the team that is quickly making Maryland one of the nation's leaders in energy.

Position Overview

The Performance Management and Tracking Manager is responsible for managing the development, implementation, and ongoing administration of MEA's Database, implemented on the Salesforce.com platform, along with being responsible for website management and updates for the existing MEA website and sub-sites. The Database will be used by MEA's program staff to track our projects, funding, partners, and contacts. There is also a potential to apply the Database to other critical business functions, including incorporating workflow processes, online program applications, and other material required by various agencies into the database. Another key component of this position is using the Database to track performance and create reports for various agencies, including developing reports and reporting to the Federal government regarding Stimulus funding, and reporting to the Governor's Delivery Unit. This position will also include other duties as assigned.

This position is also responsible for managing and coordinating the development of the Maryland Energy Information System, coordinating external technical support services and website access and for updating, improving and maintaining Maryland's premier Energy Information System.

Additional responsibilities include web maintenance and basic web development. Backend applications will be developed and updated through Adobe Contribute.

This position is part of the Planning team and will report directly to the Director of Planning.

Qualifications:

Required:

- BA or BS degree
- Excellent project management skills
- In-depth knowledge of the Salesforce.com (SFDC) platform
- Experience with SFDC administration and implementation
- Experience with performance management
- Experience in Dream Weaver and CSS
- Experience in Crystal Xcelsius a plus
- Working knowledge of Adobe Contribute
- Ability to trouble-shoot and juggle simultaneous projects effectively
- Proven track record of achieving results
- Excellent verbal and written communication skills in English
- Ability to juggle multiple priorities simultaneously and take initiative
- Legally eligible to work in the United States; no sponsorship provided

Application Procedure:

Please send a cover letter, resume, and salary requirements by email, with "Performance Management, Tracking, and Web Manager" in the subject line to Maria Ulrich at Mulrich@energy.state.md.us. Qualified

candidates will receive notification of receipt. Only the top candidates will be invited to interview for the position.

Salary:

Commensurate with experience.